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USER'S GUIDE TO THE ENVIRONMENTAL PROTECTION AGENCY LIBRARY SYSTEM

Environmental Protection Agency
Washington, D. C.

October 1974

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ENVIRONMENTAL PROTECTION AGENCY

REPLY TO ATTN OF: AMAM DATE:

SUBJECT: The Environmental Protection Agency Library System -- A Description

TO: • Users of the EPA Library System

The following descriptive material provides a concise summary of EPA's current Library System. It describes the various library resources available within EPA. It does not attempt to set forth procedures; these are reflected in EPA Orders, or may be explained by local librarians.

Appendix A includes a listing of special collections in the EPA Library System.

Sarah M. Thomas
Chief, Library Systems Branch
Management and Organization Division

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EPA Form 1320-6 (11-71)

THE ENVIRONMENTAL PROTECTION AGENCY LIBRARY SYSTEM

INTRODUCTION

The EPA Library System presently consists of twenty-eight libraries Agencywide, a library being defined as any unit having a collection, a library staff member, and library services available to users. In addition to the Headquarters Library, there are libraries located in all Regional Offices, the National Environmental Research Centers (NERC), certain satellite laboratories, and specialized information centers in the Program Offices. Locations of the libraries are shown in Figure 1.

To provide an efficient library system a Library Systems manual is being prepared concerning aspects of the System's operation and services which are to be provided locally, through central focal points within the system, or through contracts and agreements outside the Agency. This manual will replace the present series of EPA orders relating to library organization and services.

In addition to the above directives an Agencywide Library System Procedures Manual is in the process of being compiled to assure that the fullest usage of the Library System's resources is realized.

To integrate the activities of the Library System with those of other EPA information units personnel from these units are included in special programs and are notified of and invited to participate in all centralized agreements. These units participate in the annual meetings, sponsored by the Library Systems Branch, Management and Organization Division which are held to review programs and discuss common problems. A spirit of cooperation has developed rapidly and benefits from this are noticeable throughout the Library System.

GOALS AND OBJECTIVES

To provide a library system responsive to Agency needs at all levels.

To provide a coordinated approach to library systems planning and operations.

To provide centralized services to effect cost savings and make more services widely available.

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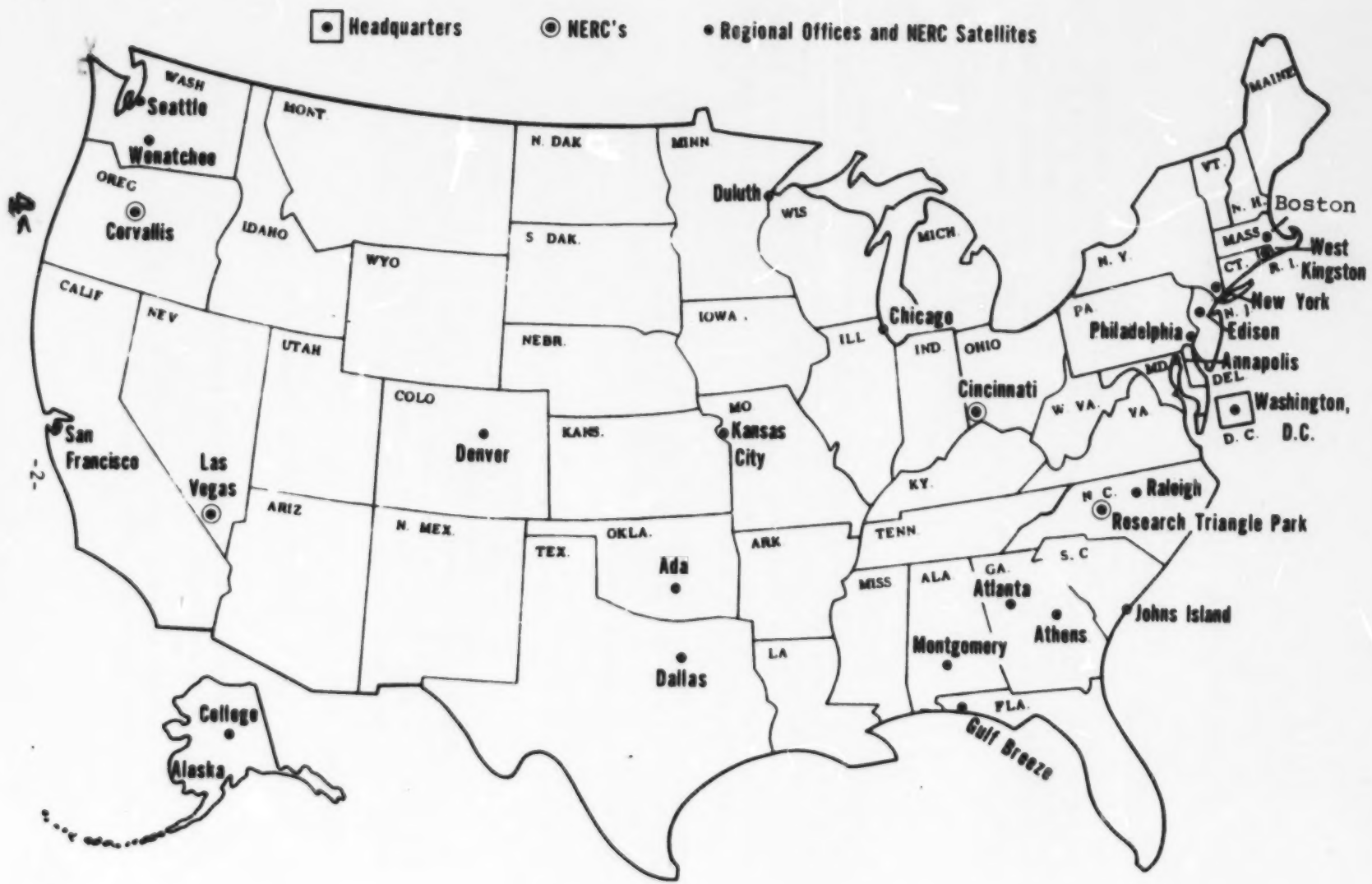

FIGURE 1. EPA LIBRARIES

To provide at the local level all reference, circulation, and other services which will meet the specialized needs of that local situation.

To acquire, process and make available any information pertinent to the Agency's mission.

To provide the individual user with ready access to an unlimited amount of information through EPA's own libraries and to arrangements the system now has or is developing with other government libraries and university and private information services.

Major activities of the Library System Branch include:

- -Coordination of interagency library and information activities
- -Centralized library program development, policy, and guidance
- -Centralized data processing
- -Centralized contracting and services
- -Centralized foreign literature exchange agreements
- -Centralized cataloging in all areas except science and technology
- -Publishing of a book catalog and the journal list procedures manual

ROLES AND RESPONSIBILITIES OF EPA LIBRARIES

Headquarters Library is responsible for service to the Headquarters staff in all areas; it will provide back-up support to all Agency libraries in economic, social, administrative, legislative and management literature. The Headquarters Library is responsible for access to non scientific and technical computerized search files outside EPA. Exhibit B lists these services.

- -Acquisition and storage of books, journals, reports, and other types of material in various formats in areas of law, economics, management and sociology to support Headquarters staff

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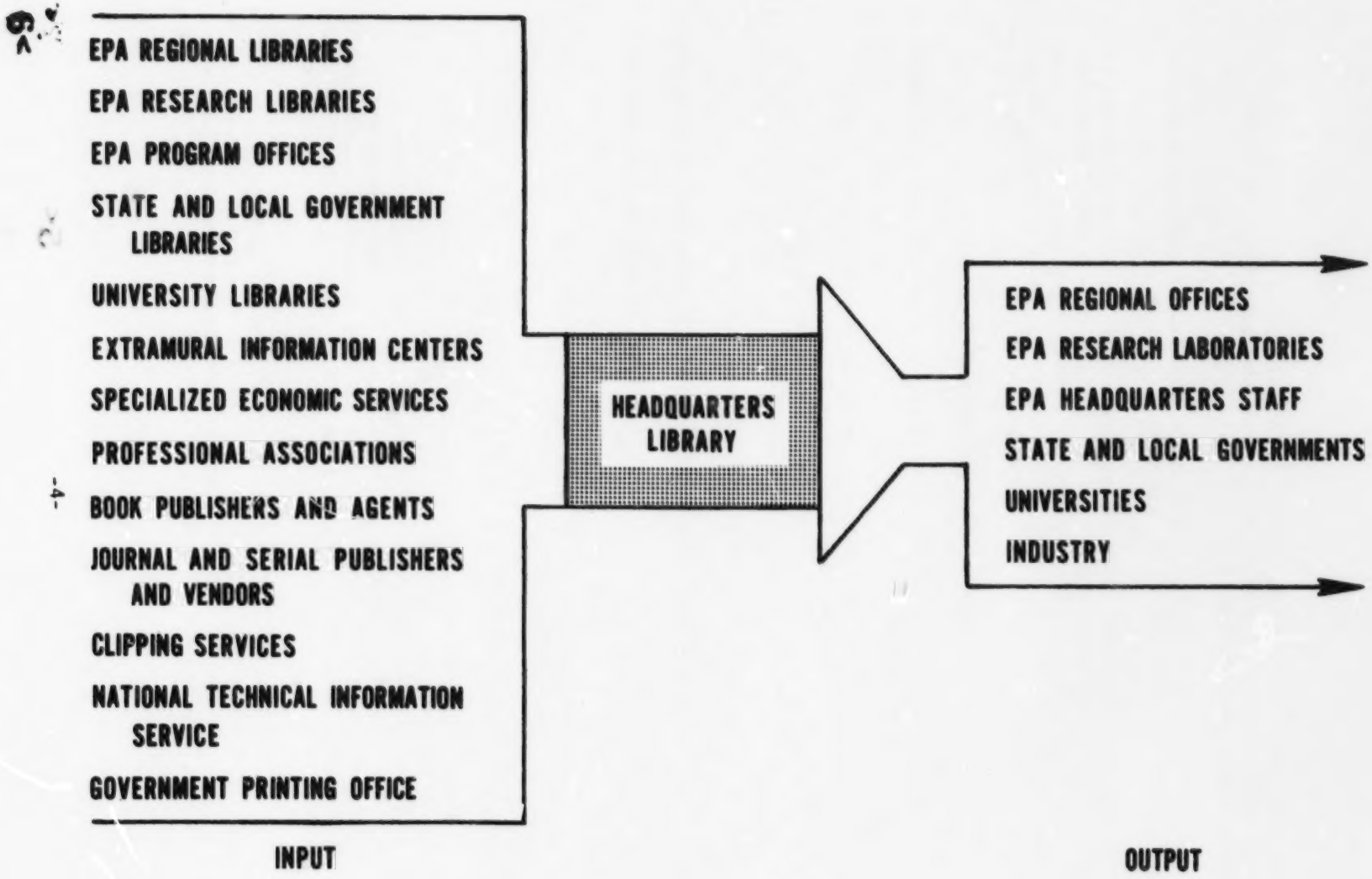

FIGURE 2. ADMINISTRATIVE, ECONOMIC, AND MANAGEMENT INFORMATION CHANNELS

-Specialized indexing and abstracting for above as necessary

-Loan and interlibrary loan services

-Reference, literature search and bibliography services in areas above

-Current awareness for Headquarters staff

-Coordination with other Headquarters information activities

The Central Technical Library at NERC/Cincinnati has been designated as the central technical focal point for the Agency Library System. It provides services to activities located at NERC/Cincinnati at the local level and serves as back-up to all other libraries in their requirements for scientific and technical information as shown in Figure 3. The NERC/Cincinnati Library is responsible for Agencywide access to various scientific and technical computerized search files outside of EPA. Exhibit C lists special services available through the Central Technical Library.

The major activities of the Central Technical Library include:

-Coordination of NERC and university programs

-Back-up support in all service areas for the laboratories

-Centralized new material listings

-Centralized cataloging in science and technology

-Acquisition and storage of all types of material in various formats primarily in science and technology

The NERC-Research Triangle Park library is responsible for the operation of the centralized translations services. Region III Library in Philadelphia maintains the central environmental education collection.

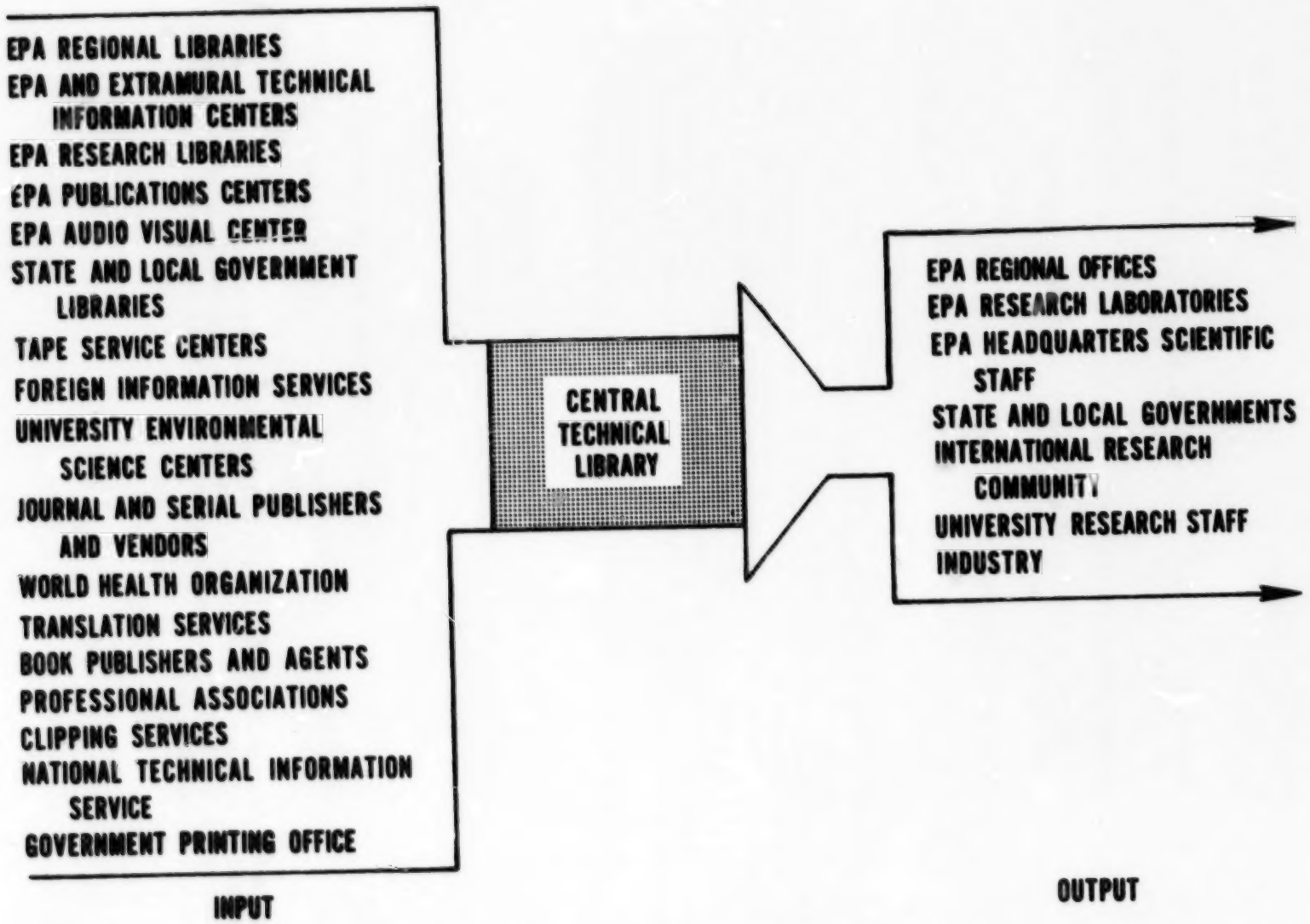

FIGURE 3. SCIENTIFIC AND TECHNICAL INFORMATION CHANNELS

-Specialized indexing and abstracting for above as necessary

-Loan and interlibrary loan services

-Reference, literature search and bibliography services in above areas

-Publishing of a local users guide and other special publications

-Centralized new scientific and technical information listing

-Centralized access to computerized scientific and technical information files outside EPA

All other libraries in the NERC's, associated laboratories and Regional Offices will provide acquisition, circulation, and reference services as required by local staff.

Their major activities include:

-Coordination among Agency, university, State, and local government library programs

-Provide system inputs from universities, local research organizations, State, and local governments

-Acquisition and storage of material in various formats that deal with science and technology as well as books, journals, reports, and other types of material in areas of law, economics, management, and sociology to support research or regional staff

-Specialized indexing and abstracting for above as necessary

-Loan and interlibrary loan services

-Reference, literature search and bibliography services in above areas

-Publishing of a local users guide and other special publications

CENTRALIZED PROGRAMS

Centralized programs are being established at various locations to provide maximum use of the resources available on an Agencywide basis at the lowest cost with the least amount of work. Central programs available to users are:

Centralized Book Buying Contract. Through this contact all libraries may order books from a single vendor, taking advantage of discounts and simplified ordering procedures.

Centralized Journal Buying Contract. This contract operates just as the book contract above except that a service charge is made to cover computer control of the orders, establishment of common expiration dates, multiple year subscriptions, and provisions of renewal review reports.

Package Contracts. Special contracts have and are being negotiated for services such as Biological Abstracts and Environmental Access.

Journal Holdings. All journal titles and the range of years covered in each have been collected from each library and are on the computer. It has been distributed to all librarians for use as an interlibrary loan, selections and weeding tool.

Book Holdings. The Book Holdings file will permit immediate cataloging of any items already in the system, selected buying programs and the elimination of card catalogs. This file, which should be completed by the end of 1974, and the Journal Holdings file will provide for shared holdings of required older material.

Translations. A central translations service operates at RTP using outside commercial contractors and Interagency agreements with the National Science Foundation, State Department, and Department of Commerce. EPA Form 1350-1 is to be used for requesting translations from any library in the EPA system.

Foreign Literature Exchange. Publication exchange programs are being developed with the assistance of the Office of International Activities. Information gathered under these programs will be available to all other libraries in the system.

Literature Searching. Literature searches from computerized scientific and technical data bases are available to all EPA personnel through a series of contracts and agreements monitored

through the Central Technical Library, NERC/Cincinnati. Current awareness search services, which provide the user with periodic notification of new material in his subject area, also are available.

Literature searches and current awareness search services from the non-scientific data bases are available to EPA personnel through the Headquarters Library.

Appendix A

SPECIAL COLLECTIONS
OF
UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
LIBRARIES

Compiled by:

Rose Ann Gamache
Betty McCauley

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INTRODUCTION

SPECIAL COLLECTIONS

"A COLLECTION OF MATERIAL OF A CERTAIN FORM, ON A CERTAIN SUBJECT, OF A CERTAIN PERIOD, OR GATHERED TOGETHER FOR SOME PARTICULAR REASON IN A LIBRARY WHICH IS MORE OR LESS GENERAL IN CHARACTER."

The ALA Glossary of Library Terms

Published by:
The American Library Association
1943

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SPECIAL COLLECTIONS

AIR POLLUTION AND RELAIED OCCUPATIONAL DISEASES - USSR LITERATURE

Translated by B. S. Levine - Vols. 1-18

CODE 04B

****

ANIMAL WASTE MANAGEMENT

A current comprehensive research collection concentrating on the various aspects of animal waste - treatment, disposal and utilization. The collection contains over 1000 items and includes reprints, abstracts, conference proceedings, bibliographies and literature searches.

CODE 06B

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ARCHIVAL ENVIRONMENTAL PROTECTION AGENCY PUBLICATION COLLECTION

CODE 03B

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ATMOSPHERIC POLLUTANTS - Limits of Allowable Concentrations of

Translated by B. S. Leving - Books 1-10

CODE 04B

****

DR. PAUL S. GALTSOFF COLLECTION

A. A general invertebrate reprint collection specializing in oysters and touching upon many other topics in marine biology. The most comprehensive reports on state and federal legislation on oysters dating from the 1920's are contained in this collection.

B. Bibliography of oysters and other marine organisms associated with oyster bottoms and estuarine ecology. Approximately six thousand references are contained in this collection.

C. The original plates are available on loan that appeared in The American Oyster Crassostrea virginica Gmelin. Fishery Bulletin, Vol. 64, 1964.

CODE 01B

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16<

DR. WILLIAM MARCUS INGRAM BIOLOGY COLLECTION

CODE 05D

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ESTUARINE WATER QUALITY

Reprints are held primarily of the Chesapeake Bay drainage area.

CODE 03C

****

FOREIGN ENVIRONMENTAL LITERATURE

Special collections for Headquarters.

CODE 03B

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HEALTH ASPECTS OF PESTICIDES

A collection of the library reference material on the health aspects of pesticides collected since 1950 from the world literature on pesticides, total approximate 30,000 citations. Some citations on older compounds date to the 1800's. The subject area covered includes toxicology and pharmacology; monitoring and residues; epidemiology, prevention, and treatment, and analysis. These citations are stored in a 3X5 card file, classified by subject and author. Hard copy is available in the library for approximately 18,000 of these references; this collection is being duplicated in microfiche also.

CODE 04N

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JOHN K. HOSKINS COLLECTION

Twenty-five historic books on sanitary engineering.

CODE 05B

****

PESTICIDES ON PUBLIC HEALTH

The Wenatchee Research Station Laboratory has a collection of reprints of published papers relating to the effects of pesticides on public health, dating from some of the earliest work in the field.

CODE 10D

****

PESTICIDES RESEARCH REPRINTS

A special collection of reprints in pesticides research, including those publications of the Pesticides Program of the National Communicable Disease Center, and totalling over 10,000 items.

CODE 04C

****

PHELPS & STREETER CLASSICS

Water purification studies of the 1920's and 1930's.

CODE 04D

19<

****

PINTLER COLLECTION ON AQUATIC BIOLOGY

Approximately 2,000 reprints, reports, and journals fully cataloged.

CODE 09A

****

U.S. PUBLIC DOCUMENTS 1789-1970 CHECKLIST

A dual media edition of the U.S. Superintendent of Documents Public Library shelf lists with accompanying indexes. Published by: The United States Historical Documents Institute, Washington, DC

CODE 07A

****

U.S. PUBLIC HEALTH SERVICE ANNUAL REPORTS, 1914-1969

CODE 04B

****

RADIOLOGICAL HEALTH & U.S. NUCLEAR TESTING PROGRAM RESEARCH REPORTS

Over 12,000 research reports (wide subject span) relating to Radiological Health and the U.S. Nuclear Testing Program.

CODE 09B

****

RIVER BASIN MATERIAL - ARKANSAS/WHITE/RED RIVER

This is a comprehensive collection of technical reports and basic data material pertaining to the water quality and related land resources of the Arkansas, White and Red River Basins.

CODE 06B

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RIVERS OF AMERICA SERIES

CODE 05B

****

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SPECIAL MICROFORM COLLECTIONS

HEADQUARTERS:

A. Major Indexing and Abstracting Services

B. Environmental Report Literature

C. Training Manual

D. Library Systems Catalogs, Directories and other publications.

CODE 03B

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REGION VII LIBRARY:

A. Congressional Information Service

Indexes from 1970 to present.
The complete microfiches library of Congressional hearings, reports, etc., from 1970 to present.

CODE 07A

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01B	NATIONAL MARINE WATER QUALITY LABORATORY P.O. Box 277 West Kingston, Rhode Island 02892 Rose Ann Gamache (401) 528-4371 (FTS)	3
03B	U.S. ENVIRONMENTAL PROTECTION AGENCY LIBRARY SYSTEMS BRANCH Waterside Mall 401 M Street, SW Washington, DC 20460 Sarah M. Thomas (202) 755-0944 (FTS)	2, 4, 9
03C	ANNAPOLIS FIELD OFFICE, REGION III ANNAPOLIS SCIENCE CENTER Annapolis, Maryland 21401 Margaret S. Mason (301) 597-3311 (FTS)	4
04B	OFFICE OF ADMINISTRATION LIBRARY SERVICES BRANCH Research Triangle Park, North Carolina 27711 Harriet J. Myers (919) 549-2104 (FTS)	2, 3, 7
04C	PERRINE PRIMATE LABORATORY LIBRARY P.O. Box 490 Perrine, Florida 33157 Rychard S. Cook, II (305) 350-2219 (FTS)	6
04D	SOUTHEAST ENVIRONMENTAL RESEARCH LABORATORY College Station Road Athens, Georgia 30601 Charlotte Folk (404) 546-3103	6

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04N	DIVISION OF PESTICIDE COMMUNITY STUDIES PUBLICATIONS AND INFORMATION SECTION 4770 Buford Highway Chamblee, Georgia 30341 Claudia B. Lewis (404) 633-5203 (FTS)	5
05D	NATIONAL ENVIRONMENTAL RESEARCH CENTER ENVIRONMENTAL PROTECTION AGENCY 4676 Columbia Parkway Cincinnati, Ohio 45268 Morton Friedman (513) 871-1820 (FTS)	4
06B	ROBERT S. KERR ENVIRONMENTAL RESEARCH LABORATORY P.O. Box 1198 Ada, Oklahoma 74820 Lorene Fuller (405) 253-2241 (FTS)	2, 8
07A	ENVIRONMENTAL PROTECTION AGENCY LIBRARY 1735 Baltimore, Room 249 Kansas City, Missouri 64108 Bernadine E. Hoduski (816) 374-5828	7, 9
09A	REGION IX 100 California Street San Francisco, California 94111 Jean Circiello (415) 556-4527 (FTS)	7
09B	NATIONAL ENVIRONMENTAL RESEARCH CENTER - LAS VEGAS P.O. Box 15027 Las Vegas, Nevada 89114 Doreen Wickman (703) 736-2969 X-252 (FTS)	8
10D	WENATCHEE RESEARCH STATION P.O. Box 73 Wenatchee, Washington 98801 E. Agnes Young (509) 663-8331 (FTS)	6

Appendix B

Computrized Bibliographic Services Available Through The Headquarters Library

ERIC (Education)
Chemical Abstracts
NTIS (National Technical Information Service)
COMPENDEX (Engineering Index)
Aim & Arm
CAIN (Agriculture)
PSYCH Abstracts
INSPEC (Physics)
ABI/INFORM
Social Science Citation Index
New York Times Information Bank
APTIC (Air Pollution Technical Information Center)
ENVIRON
CIRCOL (U-P AFB)

Appendix C

Scientific and Technical Computerized Bibliographic Services Available Through the Cincinnati Library

ABI/INFORM (Abstracted Business Information)
APTIC (Air Pollution Technical Information Center)

BA-P (BA Previews)
Bibliography of North American Geology

CA-Condensates
CAIN
CBAC (Chemical - Biological Activities)
CHEMICAL TITLES
CIRCOL (CIRC On-Line)
CMA (Chemical Market Abstracts)
COMPENDEX (Computerized Engineering Index)

ENVIRON (Environmental Information Retrieval On-Line)
ERIC (Educational Resources Information Center)
FWRS (Fish and Wildlife Reference Service)

Geophysical Abstracts
GEOREF (Geological Reference File)
Bibliography and Index of Geology.

IFI/PLENUM (Patents)
INSPEC (Science Abstracts)

MEDLINE

NSA (Nuclear Science Abstracts)
NTIS/GRA (Government Reports Announcements)

PANDEX/TRANSDEX
PSYCH. Abstracts
SCISEARCH (Science Citation Index)
SOCIOLOGICAL ABSTRACTS
SSIE (Smithsonian Science Information Exchange)
SWIRS (Solid Wastes Information Retrieval System)

TOXLINE (Toxicology Information On-Line)

WRSIC (Water Resources Scientific Information Center)

GPO 883-221